



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

MANAGEMENT SERVICES TECHNICIAN

\$2,220 - \$3,049

**Strategic Planning Office
Sacramento**

RESPONSIBILITIES:

Under the supervision of the Deputy Commissioner, Strategic Planning, Policy and Research (SPP&R) Branch, the incumbent is responsible for researching, gathering, and analyzing the less complex program information related to the services provided by the Strategic Planning, Financial Services Modernization, and Policy Research offices. The incumbent will assist the analytical staff in the preparation of reports, coordination of meetings and workgroups, and presentations to management; attend and participate in task force meetings, workshops, and events involving the Strategic Planning, Policy and Research Branch. The MST will also assist in developing policies and procedures; assist with the preparation and tracking of the annual budget for the SPP&R Branch; answer, screen, direct and/or respond to telephone and/or written correspondence.

DESIRABLE QUALIFICATIONS:

- Ability to demonstrate the incumbent's analytical, writing, and problem solving skills;
- Ability to research, gather, and analyze information and make recommendations to help achieve the Department's values, vision, mission, goals and objectives;
- Ability to work independently as well as a team member and develop effective working relationships with departmental management and staff throughout the State;
- Ability to demonstrate excellent interpersonal, organizational, and communication skills (both oral and written).

WHO MAY APPLY:

Applications will be accepted from current State employees at the Management Services Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, Training and Development, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christopher Flora, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "MST #413-116-5278-001" on the State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: JUNE 15, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

TC 6/5/2001